

# Blackburne House Group Complementary Therapies Tutor Vacancy Pack



BLACKBURNE  
HOUSE



# Welcome

Thank you for your interest in applying for the role of sessional Complementary Therapies Tutor at the Blackburne House Group.

We've put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website [www.blackburnehouse.co.uk](http://www.blackburnehouse.co.uk) for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

## For More Information about the Role

If you require further information about this role, please email [louisenixon@blackburnehouse.co.uk](mailto:louisenixon@blackburnehouse.co.uk) to arrange a discussion.

## Deadline for receipt of applications:

Friday 14th March 2025

## Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to Louise Nixon, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to [louisenixon@blackburnehouse.co.uk](mailto:louisenixon@blackburnehouse.co.uk)

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

# The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

## About the Role

We're recruiting a Complementary Therapies Tutor to teach and train students in various complementary and alternative therapies. These therapies may include practices such as massage therapy, aromatherapy, reflexology, reiki, holistic healing, or herbal medicine. The role involves preparing educational materials, delivering lessons, and assessing students' progress while maintaining a supportive and inclusive learning environment.

We pride ourselves on being a friendly and caring organisation. As a member of staff you will benefit from; Flexible hybrid working once probation has been successfully completed and where role allows, discounted on-site parking for staff, extra days leave each year for the first 5 years, an additional annual leave day for your birthday, Employer Pension contributions, staff discount in the Bistro, Nursery, and Conference & Events Hire and access to wellbeing services.

We are a friendly and caring organisation, and we support each other. As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQ+ people.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.

Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.

## About You



We are looking for someone who is experienced in teaching in a learning environment to a high standard. We require a dedicated and focused individual who can work collaboratively as part of our team of tutors.

We're looking to welcome someone into our team that shares our Values and is able to form positive relationships and work with openness and integrity. During any employment with Blackburne House you will be expected to conduct yourself in a manner appropriate to the professional image of the Institution. You will be expected to provide a prompt and efficient service and to maintain appropriate standards of professionalism and of personal appearance at all times.

# Job Description

Post	Complementary Therapies Tutor
Salary:	£19.48 per hour (2 days a week)
Location:	Blackburne House, Blackburne Place, Liverpool, L8 7PE
Flexibility:	There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation.

## Main Tasks

- Teach students about complementary therapies, including their history, techniques, benefits, and applications.
- Ensure that students understand and can apply practical skills in real-world settings.
- Demonstrate various complementary therapy techniques and practices.
- Develop and update lesson plans, ensuring they align with accredited standards and meet the educational requirements of the course.
- Design practical and theoretical learning activities.
- Assess students' progress through assignments, practical demonstrations, and exams.
- Provide constructive feedback to help students improve their skills and knowledge.
- Prepare reports and maintain accurate records of student progress.
- Offer guidance to students on how to develop their skills further and encourage continuous learning.
- Answer student questions and provide additional resources for learning.
- Stay updated with the latest trends and developments in complementary therapies.
- Attend relevant workshops, seminars, or courses to maintain expertise in the field.
- Ensure that students adhere to safe practice standards while conducting complementary therapy sessions.
- Maintain and manage the health and safety aspects of the training environment.

# Person Specification

## Qualifications

- A relevant teaching qualification (such as PTLLS or Cert Ed)
- Recognised qualification in Complementary Therapies at level 3
- Level 3 Assessors qualification

## Experience & Skills

- Experience in delivering training or teaching in an adult learning or vocational education setting.
- Experience in Complementary Therapy practice.
- Strong communication and presentation skills.
- Ability to motivate and inspire students.
- Ability to assess and provide feedback effectively.
- Good organisational and time management skills.

## Commitment

- An understanding of and a personal commitment to the Vision and Values of Blackburne House.
- Commitment to teamwork.
- Commitment to equal opportunities.